

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



October 7, 2002

REFUGEE COORDINATOR LETTER NO. 02-21

TO: COUNTY REFUGEE COORDINATORS

This letter is a follow-up to Refugee Coordinator Letter (RCL) No. 02-21 (dated July 24, 2002) which advised counties of their final Federal Fiscal Year 2002 Refugee Employment and Social Services Program (RESS) allocations. The RCL also referred to the inclusion of two set-aside funds, for Refugee Family Well-Being and Employment Upgrade. This letter is to inform counties of the reporting methods for these funds.

Refugee Family Well-Being

The activities for the Refugee Family Well-Being set-aside funds will be reported via quarterly narrative reports, like activities for set-aside funds in the past. Attached for your information is a format to follow for the narrative, and some suggestions on what to address in the narrative. Please submit them no later than the 20th day following the end of the quarter to Daniel Crawford of the Operations and Performance Bureau. A final progress report due 90 days following the end of the service period, should also be sent to Mr. Crawford.

Employment Upgrade

The funded activities of planned upgrading of refugee employment, employment retraining, and subsidized employment tied to a labor market need leading to unsubsidized employment is to be reported on the RS 50 (Services Participation and Outcomes Report) for RESS activities, which the county provides to the Refugee Programs Branch at the end of each quarter. Please submit the RS 50 as always to Stephen Saucedo of the Operations and Performance Bureau.

If you have questions on the reporting methods or other information in this letter, please contact Betts Smith, Manager of the Operations and Performance Bureau, at (916) 654-0495.

Sincerely,

Original signed by:
Thuan Nguyen on 10/07/02

THUAN NGUYEN, Chief
Refugee Programs Branch

Enclosure

c: Gayle Smith, Director, Division of Refugee Self-Sufficiency
Kathy Do, California Program Consultant

**FORMAT FOR QUARTERLY PROGRAM PROGRESS REPORTING ON
FEDERAL FISCAL YEAR 2002 REFUGEE EMPLOYMENT SOCIAL SERVICES
REFUGEE FAMILY WELL-BEING SET-ASIDE FUNDS**

The purpose of this set-aside is to support programs that promote healthy refugee families through community-based organizations. The Office of Refugee Resettlement is looking to support orientation, education, and counseling to help maintain healthy marriages, promote responsible fatherhood, and maintain the well-being of families. Counties should use the set-aside funds to support programs which focus on a range of subjects to promote family well-being. In completing the format which follows, you should consider including such activities as: the role of the father; parental roles in schools; family literacy programs; family conflict resolution; child-nurturing techniques; and family mental health.

In writing the narrative which reports the activities of these programs, please use the following format:

1. **Major Activities and Accomplishments During this Period** Describe what has been happening during this quarter (i.e. how many families have been served, and in what capacity).
2. **Problems** Describe any special problems encountered.
3. **Significant Findings and Events** Describe important events which will impact program activities.
4. **Dissemination Activities** Briefly describe information-dissemination activities. Include copies of newsletters, magazine articles or other published information relevant to the project.
5. **Other Activities** Describe any notable activities not reported in Item 1 above.
6. **Activities Planned for Next Reporting Period** Briefly describe activities anticipated for next period